**“SECURED ROOM/LOCK DOWN”**

**A Secure Room and/or Lock Down protect staff and students from threats both inside and outside the building. Secure room will be instituted for situations involving a potentially dangerous intruder such as an irate parent, emotionally disturbed person, gang member or unknown individual in the building, or as yet undetermined exterior threat. Secure Room can also be used in a medical emergency. Lock Down will be instituted in the case of an armed and/or extremely dangerous individual outside or within the building. We will use these procedures when it may be more dangerous to leave the building by directed evacuation than it is to stay in a secured room and/or locked down building.**

**Secure Room and/or Lock Down will be instituted by announcement over the PA system, voice, or runner. Individual schools may have additional procedures to address specific building needs.**

**EXAMPLE:** An irate parent comes to the school during the day to express their dissatisfaction with a teacher.

**THE PRINCIPAL OR HIS/HER DESIGNEE WILL:**

* Direct all students, faculty, and/or visitors into their **assigned room** for that time of the day. Students on free periods report to the lunchroom.
* Faculty will secure all classroom/room doors with a key and/or barricade and draw shades.
* All faculty on free periods will ensure exterior doors are locked and will report to respective office for assignment.
* Teachers take attendance then continue to teach until situation is resolved.
* Faculty will be assigned to monitor hallways and will escort students to bathroom through office.
* If lock down is then called for, proceed per lock down protocol, or
* All clear will be given over PA, voice, or by runner. Once this is done account for all students.

**EXAMPLE:**  An armed individual is seen outside/inside the building or an otherwise dangerous individual enters the building.

**THE PRINCIPAL OR HIS/HER DESIGNEE WILL:**

* Direct all students, faculty, and/or visitors into the **nearest room**. This means everyone!
* Faculty members take a quick peak into the hallway before securing their room. Those near bathrooms check for stragglers.
* Once the door is locked, **DO NOT** open it for anyone.
* Faculty will secure all classroom/room doors with a key and/or barricade and draw shades.
* Lights and monitors out, students place belongings on the floor and quickly move away from the doors and windows and remain quiet and out of sight. Start to plan an escape route.
* DO NOT call 911 or the office unless you have a serious medical emergency or see a dangerous intruder/armed individual.
* Stay out of the way of police and let them do their job to stop the threat.
* DO NOT open the door for anyone. When all is clear, the police and a faculty member will unlock your door from the outside.
* Once this is done, go to secure room mode.
* All clear from secure room will be given over PA, voice, or by runner. Once this is done, account for all students.